

## Roanoke County Business License Zoning Compliance Checklist: For Business License review purposes only

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This checklist to be verified by Roanoke County staff.

Date:	
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a.	Certificate of Occupancy issued: Yes □ / No □ Staff Initials:  From Building Department (Attach a copy of certificate of occupancy)	
b.	Tax Map #:	
	Address:	
	Property Owner:	
	Business Name: Phone :	
	Zoning District: Zoning Conditions: Yes \( \subseteq / \text{No} \subseteq \) Ordinance #: (Attach a copy of conditions)	
c.	Proposed Use:  1. Is this a permitted use in the zoning district? (Determine from Zoning District Summary Listing)	Yes / No
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d.	1. Will there be outside storage of goods, products, equipment, or other materials display or storage of goods or products visible from the public right-of-way or adjacent property? (List equipment used in business)	Yes / No / NA
e.	1. Will additional volume of traffic be generated? (# Cars, Etc.)  2. Will additional parking spaces be required? (#)  3. Will there be commercial delivery of materials or products to or from the premises? (If yes, list delivery method & frequency)	Yes / No / NA Yes / No / NA Yes / No / NA
f.	1. Is the use the same as the previous use? Will there be any alterations, new occupations or new uses of dwelling or structure?  2. Is handicap remodeling required by building department?	Yes / No / NA Yes / No / NA

g.	<ol> <li>Will the use increase demand on water, sewer, or garbage collection services? County □ Private□         Waste disposal method, type:</li></ol>	Yes / No / NA Yes / No		
h.	1. Is the use in the primary dwelling?  The maximum floor area for use:	Yes / No / NA		
:	1. Will there be more than ten (10) customers or clients in any one week period?	Yes / No / NA		
i.	2. Will the class size for any lesson exceed five (5) students at any one time and/or ten (10) students in any one week period?  3. Is the use Babysitting? If so, # of children.	Yes / No / NA Yes / No / NA Yes / No / NA		
j.	<ol> <li>Will a sign be placed on the property advertising uses or services?</li> <li>Will there be advertising through local media, including telephone books, and flyers? Type:</li> </ol>	Yes / No Yes / No / NA		
Note: Any deviations, changes or revisions to the operation of the intended use not indicated on this form may <u>void</u> the zoning approval for this use. It is the responsibility of the property owner to notify the Roanoke County Zoning Office of any <u>changes to the business operation not noted on this form</u> . Information for the zoning compliance checklist has been supplied by permit applicant. Roanoke County will not be held responsible for inaccurate information provided by the permit applicant.				
Uw	ner Signature: Date:			
All criteria has been met to issue business license:		Yes / No		
Staff Signature: Date:				
Form scanned to parcel in Novalis. Initials/Date:		Yes / No		

(Ord. No. 62293-12, § 4, 6-22-93) Date of form 9/11/06 - Valid up to 12 months from this date